



# Department of Human Resources & Civil Service

## Job Announcement Please Post Conspicuously

Maggie Brooks  
County Executive

Brayton McK. Connard, SPHR  
Director

**TITLE:** ASSISTANT RECEPTIONIST TYPIST (Provisional\* Appointment)

**SALARY:** \$20,761 - \$26,575 annually

**LOCATION:** Monroe County Department of Human Resources

### **JOB SUMMARY:**

This is an entry-level position responsible for performing reception and typing duties for a department or office. The work involves answering phones, directing visitors, giving out and obtaining information, sorting and distributing office mail, processing paperwork, filing and typing. The employee works under direct supervision from a higher level employee. Does related work as required.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma plus EITHER:

- (A) Six (6) months paid full-time or its part-time equivalent office clerical experience; OR,
- (B) Successful completion of fifteen (15) college semester credit hours at a regionally accredited or New York State registered college or university; OR
- (C) Any equivalent combination of education and experience as defined by the limits of (A) and (B) above.

Applicants qualifying under (B) must submit a student transcript with their application.

### **SPECIAL REQUIREMENTS:**

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test, along with a background investigation. Failure to meet the standards may result in disqualification.

If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

### **RESIDENCY REQUIREMENT:**

Applicant must be a resident of Monroe County at the time of appointment and for at least four (4) months at the time of examination.

### **Send Civil Service Application to:**

MONROE COUNTY DEPARTMENT OF HUMAN RESOURCES  
39 WEST MAIN STREET – ROOM 210  
ROCHESTER, NEW YORK 14614

**Posting Date:** July 9, 2014

**Posting Deadline:** July 18, 2014

\*The term provisional means that you will be required to take the next Civil Service examination for this title, and place among the top three (3) on the examination list in order to be eligible for permanent appointment.